

SPF SIG
Training/Outreach Work Group Meeting
February 5th , 2007

Attending: Paula Parker-Sawyers, Sonya Cleveland, Martha Payne, David Bozell, Mary Lay, Marcia French, and Eric Martin by phone

Welcome

Review and Approval of Minutes Completed: Corrections; Joe's name is spelled Jo. On 'Topics Discussed' - add Eric Martin's last name and Sonya Cleveland for representing ICJI. In #7 of same section, change Dr. Eric Vance to Dr. Eric Wright.

Newsletter Update: The next newsletter will be going out this Tuesday or Wednesday. The topic for this one will be 'Alphabet Soup'. All the acronyms will be spelled out that are used with the SPF SIG project. Each week after the topic will take one section heading from the agenda and give overviews.

Update on CSAP/PIRE and the Strategic Plan: We haven't heard word from them yet, but anticipate hearing from them by the end of next week, which will be the 2 weeks they told us to expect word. Suggestion made to make contact with Jo today and Marcia will call and see if there is anything that can be done to remind them to expedite the process.

Report on tasks and updates of the Project: A review of the agenda for the Pre-Conference Organizational Session, the Scoring Criteria, the rollout of the project dates were given and Marcia gave an explanation of the Compensation Schedule and how the figures were arrived at. A discussion ensued about the sustainability component and how to have the communities engage in cultural competency issues as well as sustainability. Explanations of how CSAP and PIRE have guided the document of the Scoring Criteria so that each community doesn't identify what they will do before they have gone through an assessment to identify where their needs are. A Statement of Intent is required from each community to address these issues based on a thorough needs assessment to guide the work the communities will do.

Discussion also addressed the need to have the approval by February 15th so that the dates planned and secured for the conference session and TA Workshops could be done. By reviewing the scoring criteria communities will provide a statement of intent on areas they will address to meet the components of sustainability and cultural competence. Paula requested that Marcia touch base with Eric W. and let him know it will be important to have their team prepared to provide 'simple' instruction to communities on how to address assessment and evaluation in such a manner as to assist them in knowing each step that must be completed to comply with the requirements of the grant at the conferences and workshops.

Pre-Conference Organizational Session and Regional TA Workshops: The agenda for the TA Workshops will be driven by the questions and concerns from the Pre-Conference Organizational Session. The same agenda topics will be included but, based on the

feedback, different times and focuses will be decided at the Training & Outreach meeting on March 2nd for the Regional TA Workshops. Paula will speak to Jessica to record consistent notes from each of the trainings and have questions that we will post responses to. Paula and Jessica have created a template and ask all presenters to have their power points to her no later than February 23rd, and then they will compile them together on one CD and burn copies for everyone presenting. This way no one will have to change CD's during the presentations and they can make the entire training look uniform.

Paula explained the specifics of what each one was to cover in their presentation and she is asking for each agency to provide a clear overview of what they have to offer to each community in way of support in working through the SPF process. A conversation about the scope of the presentations was discussed and decided that everyone needed to tailor their presentation to what specifically the communities will be going through with the process.

The TA Workshops will be as follows: March 5th – Clarksville

March 8th - South Bend

March 9th - Indianapolis

Eric Martin stated he will be able to attend all sessions. Paula will make the 9th but be out of town for the other two, and will send someone from her office to cover them.

Harold will cover for the ones Eric W. can't attend.

Marcia will be at all of them. Mary is planning on attending them all as well.

Marcia will send Jeff Barber and Eric Wright the minutes and information so they are up to speed as well.

Additional Business Items: Marcia contacted Joe Coram this morning and sent him all the updates for the webpage. She asked him to see if they couldn't get everything up and going by the end of the week. She will keep everyone posted on the progress.

Next Meeting: It was decided to not meet next week. We will meet the following week on the 20th of February, in hopes that we have a response on the approval of the Strategic Plan by then.

Adjourned